1.0   WORK PLAN

A.   INTRODUCTION

We have developed a work plan based on the tasks ADOT included in the task assignment scope. We have added and refined those tasks to provide ADOT with an inclusive work plan that will best meet the project goals and objectives. Our recommended work plan is based on the knowledge and experience or our team in the development and management of State access programs, transportation planning, land use, and development and access design. In our Work Plan – Tasks 5 through 8, we will develop an integrated framework to link the diverse groups of access management activities and provide the guidelines and materials necessary to make it work.

Arizona Access Management Program Work Flow Diagram

PROJECT START-UP
- Project Management Plan
- Outreach Plan
- Stakeholder Interviews
- Legal Review
- Establish Technical Advisory Committee

CONDUCT STATE-OF-THE-PRACTICE REVIEW
- Nationally
- State of Arizona
- Define Program Vision, Goals & Objectives

KEY MILESTONE #1
Review By:
- TAC
- Stakeholders (Workshops)

DEVELOP PROGRAM FRAMEWORK
- Policies
- Procedures

KEY MILESTONE #2
Review By:
- TAC
- Stakeholders (Workshops)
- Transportation Board

DEFINE CLASSIFICATION SYSTEM
- Develop System Data Sets
- Establish Classifications
- Identify Standards by Class

PROGRAM IMPLEMENTATION STRATEGIES & PROCEDURES
- Administrative Structure
- Role of Manual
- Training
- Outreach/ Program Information

DRAFT-FINAL REPORT

KEY MILESTONE #3
Review By:
- TAC
- Stakeholders (Workshops)

FINAL REPORT

B. WORK PLAN

TASK 1. PROJECT MANAGEMENT

Objectives

Provide ADOT with consistent and effective project management services throughout the course of the study.

Approach

Immediately after the Notice-to-Proceed the URS Project Manager will meet with the ADOT Project Manager to establish initial study expectations and work schedules. URS will provide the ADOT Project Manager with an initial framework of the project management plan and stakeholder outreach.

After project kick-off meeting and input from ADOT PM, complete project management plan stakeholder outreach plan. These documents will include the detailed work plan, specific information regarding the outreach process and techniques. These will be updated and refined during the study to provide a current plan for all aspects of the study. Project Management Plan will be in final draft form for 1st TAC meeting.

URS will provide the ADOT project manager with monthly progress reports and will meet monthly with the ADOT PM to ensure effective study and contract management.

Subtasks

1.1 Conduct Project Kickoff Meeting with ADOT PM.

1.2 Develop Project Management Plan

1.3 Conduct On-going Project Management Activities
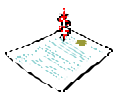
Products: Technical Memorandum #1 to include a Project Management Plan & Outreach Plan. Monthly progress reports and invoices.

TASK 2. PROJECT START UP /TECHNICAL ADVISORY COMMITTEE

Objectives

Provide stakeholders with an initial project understanding and opportunity to share access management program issues and comments. Provide on going support and facilitation for Technical Advisory Committee.

Approach

Project start up will begin with a review of the legal issues associated with the Access Management Program. Specifically the opportunities and constraints in regards to a program directed by regulations in contrast to one that is based on guidelines. A working group consisting of ADOT PM and staff, Consult staff, ADOT Engineering Design staff, and the Attorney General staff will review these issues and develop a preliminary framework of legal considerations for the Access Management Program development.

Project Start up will continue after this initial legal review with a series of stakeholder interviews. These interviews would be used to introduce the initial project scope and understanding, introduce key project staff, and get early input from these stakeholders as to their expectation for the project and statewide access management. We understand the Transportation Planning Staff have been interacting with a number of stakeholder agencies but we believe that it will be important for the consultant team to spend some time early in the project with these key stakeholders. We would start this interview process with key TPD and Engineering Design staff along with the District Engineers and their key staff. Our experience tells us that the District Engineers will be key in the implementation and on-going operation of the program. We would also propose to include some if not all of the Transportation Board members. Their Policy Directive 12 put in motion the development of a statewide access management program. We have included a number of check-in briefings with the Board during the course of the project to make sure the project is consistent with their expectations. The stakeholder interview will be the first of these check-in points. Additional stakeholder interviews could include local agency planning or transportation staff and the development community.

We will work with the ADOT PM to ensure that the Technical Advisory Committee (TAC) includes the best representation of the various levels of stakeholders from across the state. The TAC will provide significant project guidance and direction on all key project issues and decisions. The TAC would work on issues such as administrative procedures and regulatory issues, design

guidelines and system classification & standards. We anticipate that there will be 7 TAC meetings during the course of the project. The TAC meetings will be used to provide project data and information to the committee as well as opportunities to discuss, question and understand key project issues and elements. A key role of the TAC will be to provide ADOT and consultant team with feedback, opinion and guidance related to project products and outcomes.

URS will organize, attend and facilitate the TAC meetings. The following are activities that will be included in support of the TAC meetings:

- Reserve meeting location and date, if needed
- Invite attendees, if needed
- Prepare appropriate handout material, including boards, PowerPoint presentations etc.
- Prepare Agenda
- Prepare sign-in sheets and name tags
- Facilitate meetings to ensure active discussions and required decisions.
- Provide refreshments
- Prepare summary reports of all TAC meetings

Subtasks

2.1 Technical memorandum #2 Program Legal Issues Review

2.2 Stakeholder Interviews.

2.3 Establish Technical Advisory Committee and conduct meetings.
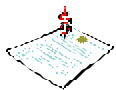
Products: Conduct and document working group review of Access Management Program legal issues. Conduct and document 25 stakeholder interviews. Conduct 7 TAC Meetings. Provide meeting summaries of TAC meetings.

TASK 3.   CONDUCT CURRENT PRACTICE REVIEW

Objective

Verify the current state of the practice to establish a clear foundation upon which to build a statewide access management plan for Arizona, and to determine the strategic direction and overall goals and objectives for the ADOT access management program.

Approach

Many ADOT policies, programs and activities can affect access connections to state highways. Such activities include existing access management plans, day to day access permitting, project design decisions, right-of-way practices, functional classification systems, and short and long range planning and project programming. These activities, as well as local government development practices, influence access management decisions and affect internal program consistency and intergovernmental coordination.

Therefore, it is important for any program development effort to begin with a thorough assessment of the state of the practice. This would include ADOT practices, and those of local governments and other agencies that impact access management decisions in the state. This assessment would include a review of the legal and statutory framework for regulating access and for interfacing with local land development practices at the state level.

We recognize that ADOT has already conducted a State of the Practice Review. This review, completed by Lima Associates in 2002, provides a foundation and reference material for the State of the Practice Review and will greatly expedite this task. However, it will be necessary to update the information to capture emerging practices in Arizona and other states, as well as new information of relevance to ADOT that is now available.

This information includes the TRB *Access Management Manual*, proceedings of two national access management conferences, and new NCHRP Synthesis reports on cooperative agreements, driveway regulation practices, acquisition of access rights, and access control on interchange crossroads.

For example, a recent Florida study indicated that extending the access control line around new interchanges in advance of development significantly increases driver safety and the operational life of interchanges, while also creating significant cost savings for the DOT and the taxpayer.

This practice also helps to facilitate internal street networks and more efficient development within interchange area quadrants, thereby enhancing development opportunities. It will be important for ADOT to be aware of these and other studies as it proceeds with the development of the new program.

It is also prudent to revisit the information and conclusions in the report – particularly whether new legislation is really necessary, inadequate treatment of the implications of guidelines as opposed to standards, and the lack of direction on the importance of regulations.

The important interface between state and local practice and effective methods for intergovernmental coordination also need to be more thoroughly examined.

Careful treatment of these issues is critical to the success of the program, both legally and politically.

In addition, ADOT and its local partners have already engaged in access management practices that have proven effective. It is important that the new program not only incorporates good ideas and best practices from other states, but also build upon any effective access management practices already underway in Arizona. A solid assessment of best practices in and outside of the state is essential to the overall success of this important program. Good "local" examples will also provide some continuity with existing practice and be helpful in explaining the importance of the access management program to stakeholders within and outside of ADOT.

The Current Practice Review will culminate in a comprehensive report that incorporates the best material from past studies and important new information, and will serve as a single reference document for ADOT and other interested parties. It will also include preliminary observations as to recommended directions for the new access management program. The team will then work with ADOT and the TAC to convey our key findings and to solidify the direction for development of the statewide access management plan.

The second TAC meeting will involve a review of the highlights of the Current Practice Review and general direction for the program, as well as preliminary goal setting. The team will take that information and translate it into expanded goals and objectives, which will be the subject of a second Advisory Group meeting held for the purpose of obtaining reactions and refinements.

This effort will culminate in a technical memorandum summarizing the strategic direction or "vision" of ADOT's access management program and core goals and objectives which will be carried through into subsequent tasks.

In summary, this task will involve clarifying the context for developing a statewide access management program in Arizona. The team will conduct a thorough review of previous access management studies and access management plans conducted for ADOT and its local partners, as well as similar studies conducted in other states. Additional information will be collected only as needed to clarify ADOT and local government authority, policies, procedures and design practices. Where information is not adequately documented, interviews will be conducted with knowledgeable persons and additional documentation will be obtained from the affected divisions of ADOT. Finally, the team will use this information to clarify the strategic vision for the statewide access management program.

Subtasks

3.1 Review Agency Policies, Procedures and Regulatory Practices.

3.2 Identify Best Practices.

3.3 Evaluate Legal Context.

3.4 Define Program Vision, Goals and Objectives.
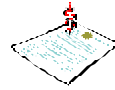
Products: Technical Memorandum #3 Current Practice Review. Technical Memorandum #4 Access Management Program Vision, Goals and Objectives.

TASK 4.   OUTREACH PROGRAM

Objectives

Provide timely opportunities for access management stakeholders, throughout the state, to understand and provide feedback regarding the program.

Ensure that the development of the access management program is consistent with Transportation Board expectations. Provide general program information to the public via a program website.

Approach

Our Outreach program will focus on three key areas:

1. The General Public;
2. Stakeholders from across the State (to include elected officials, agency staff, the development community and other potentially affected organizations); and
3. The State Transportation Board.

Each of the focus areas will require a different technique.

The General Public

To reach the general public regarding access management, a designated link on the existing ADOT website will effectively serve as a means to inform the public about access management. We include information regarding the goals and objectives of the program, why access management is important, the basic organization of the program and contact information will be included during the early stages of the project. As more specific information is available regarding the details of the Statewide Access Management Program it will be included on the web site.

Stakeholders

The stakeholders that need to be included in this effort will come from all parts of the state and from a number of different backgrounds. Ranging from elected officials and local agency staff to the development industry and other statewide groups that could be affected by this program. As we indicated in Project Start Up Task, we believe that a key source as to who the key stakeholders are will come from the District Engineers. Based on our initial discussions with TPD staff and the district engineers we will build a stakeholder contact list. This list will be used to provide general program information and be used to invite these stakeholders to a series of workshops help at various locations around the state. These workshops will be held at key milestones during the course of the program development. The first workshop will be held after Task 2 and 3. This workshop will focus on general project understanding, the review of current state and national access management practices, a summary of the results of the initial stakeholder interviews and development of program goals and objectives.

The second series of workshops would take place after Task 5 and 6. This workshop will focus on the access management program framework as well as the classification system. As at the first workshop, we would expect an interactive discussion and feedback from the attendees on specific issues regarding the access management program and classification system. At this workshop we will create an opportunity for each jurisdiction to review the proposed classification system. This hands-on feedback will be important to ensure local buy in for the classification system and program.

The third and final series of workshops will be held after Task 8 and the completion of a draft final report. This workshop will provide stakeholders with information on the proposed implementation procedures and strategies for the program as well as the final draft report for review and comment.

To effectively cover the State and allow a reasonably convenient opportunity for stakeholders to attend these workshops, we proposed to hold four separate workshops during each series. These workshops would be spread out geographically across the state in locations that will provide a reasonable commute. During each series the workshop location could be juggled a little bit to further provide opportunities for attendance by as many stakeholders as possible.

We are anticipating that these workshops would be approximately 4 hours long. We would plan to structure them to include a balance of presentation time, discussion and feedback time as well as breakout time to work together to create, review and learn.

These workshops will be an essential tool to inform, educate, listen and learn about access management and what it means for the State of Arizona. They will be important building blocks for an on-going and successful access management program.

State Transportation Board Briefing

Our outreach program will include a briefing with the Transportation Board during the course of program development. We believe briefing the board at the midpoint of the project will be an important opportunity to keeping the project on track and consistent with Transportation Board expectations. The briefing will also give the Board a chance to hear what the stakeholders from around the state are saying about access management.

Subtasks

4.1 Conduct Statewide Access Management Workshops. A series workshops held at three key milestones during the course of the project. Each of the workshops will be held in 4 separate locations across the state to facilitate stakeholder participation.

4.2 State Transportation Board Briefing.

4.3 Public Information Website linked to the ADOT website

4.4 Program Presentations at 4 statewide conferences
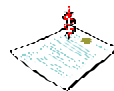
Products: Conduct a total of twelve stakeholder workshops. Provide Transportation Board Briefing materials. Create and update material for program website.

TASK 5.   CREATE A DEPARTMENT WIDE PROGRAM, POLICY AND PROCESS FRAMEWORK

Objective

Provide ADOT with a unified framework describing how all the various ADOT programs and work units, as well as local agencies, will coordinate and incorporate new access management practices, policies and standards into their responsibilities.

Approach

Under Task 3, all the various work units and access-related decisions and activities conducted by ADOT and local agencies will be identified. In Task 5, a framework

will be prepared to coordinate these activities and show process and decision making relationships.

This framework will be the first step to determine the coordination necessary to achieve internal consistency and interaction with external state and local agencies, a necessary element for program success.

Next, recommendations and necessary materials will be identified to provide the various ADOT work units with what they need to achieve consistency with the new access policies and program. Since several of the work units, such as the Right-Of-Way Group, work under separate federal, state, the professional practices, policies, and procedures, how revisions and new materials are integrated will vary. Support from work unit managers for these access-related revisions and coordination practices will be very important.

For example, the Right-of-Way Group has separate acquisition practices that would not be directly under access program administration. We would work with Right-of-Way Staff to identify adjustments to certain current practices.

An example might be how appraisers currently address access limitation damages to the remainder when preparing an appraisal. Another example, when property management leases or sells property, is how should access rights and controls be addressed in the agreements.

The URS Team has already worked with several states to address agency wide program coordination.

Using over 60 years of combined access management experience, we will identify all elements, sub elements, and details necessary to achieve a working program and develop those elements into a cohesive working program.

The relational framework would help identify methods to achieve coordination with local agency land use decisions. Local land use decisions often drive the necessity for access locations without full consideration of ADOT policies and the impacts to the highway. In part, by review of laws and standard practices, the Team would develop processes, perhaps requirements, to help coordinate local agency decisions impacting access demands onto state highways. One of the key reasons for Colorado's successful program has been good relations with local agencies and mutual and timely sharing of plans and activities.

A frequent issued raised by DOTs is the question of regulation vs. guidelines. This choice will be a key element in defining the integrated framework. The URS Team will use their experience and information from other states and legal counsel to assist ADOT in understanding all the options, their benefits and limitations, so that ADOT can make an informed decision. Those states with the most successful access programs have chosen regulations.

Manuals allow inclusion of a wider range of access related issues and programmatic elements, but do not preclude regulatory elements.

In creating a program or revising an existing program, it is a practical necessity to determine any changes in staffing patterns, position descriptions and supporting budgets. A program framework along with program requirements will help identify these needs and changes. Implementation strategies need to include how these items will need to transition from current conditions to support and operate under the new access program. These issues can also impact the final decisions on program structure.

The consultant would identify any processes and standard practices which will necessitate modifications to meet new access policies and develop recommendations to achieve those modifications. We would develop a framework using text and graphics, to describe how the various ADOT programs impact access decisions and how they can incorporate the new access management program and can be coordinated to ensure agency wide consistency.

It is the strength of our team that we not only know what elements are necessary for full program implementation; we have the direct experience to fully understand the elements and their relationships. As with many programs, there are ranges of alternatives and methods. We are prepared to present and explain the many options available to ADOT staff for each and every programmatic and engineering element.

Subtasks

5.1 Building on the results of Task 3, Create an agency wide Access Management Process and Decision Framework

5.2 Itemize what existing policies and practices require revision and what are necessary new policies applicable to the framework.

5.3 Prepare a "roadmap to implementation"

5.4 Develop recommendations for program modifications, policy modifications, new policies and procedures necessary and staffing or task revisions. (this may, in part, occur after Task 8 since we would need to know what all the administrative pieces will look like).
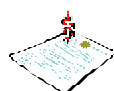
Products: Working Paper #1 – Statewide Access Management Program Framework to include Program Policies and Procedures.

TASK 6.   IDENTIFY CLASSIFICATION SYSTEM AND STANDARDS

Objective

Provide a defined hierarchical classification system and recommend specific segment assignments for the 6,600 miles of the state highway system.

Approach

In application, the access classification system is the most important element of the access program. The criteria of an access classification system normally answers the question, should a request for direct access be allowed, and if so, what should be the location and type of access permitted.

Access classifications systems have been developed by several states. Typical considerations include the number of categories, addressing urban and rural conditions, administrative boundaries, and highway purpose as defined by adopted state and regional plans.

Access criteria in the classification system supports achieving the planned highway functional purpose in terms of mobility, capacity and safety measures. Classification criteria may include signal location and spacing, type of access, use of raised medians, and warrants for auxiliary turn lanes. The URS Team has had direct experience with several state classification programs and will bring these experiences to the effort to help ADOT define its new access classification system. These various state systems will be reviewed, including interviews with the state program managers, to clarify perceived strengths and weaknesses in each existing classification system.

A good hierarchy of access classifications ensures the appropriate level of access control is applied on a specific segment in balance with current and ultimate planned conditions and function of the roadway. A key managerial aspect is that either the State Transportation Board or the Director of ADOT should be the body to assign access classifications. Such participation links the Board and the Director to the key access decision-making and clearly states the importance of controlling access to achieve the objectives of the state plan, ADOT policies, and ADOT strategic investments to increase functional performance. This also achieves a level of consistency in executive management decisions, making classification assignments consistent with ADOT policies, budget priorities, and current and future infrastructure investments based on adopted capital and long-range plans.

HDR, a member of the URS Team, is currently working with Arnold Burnham and the District Engineers to develop an Operations and Development Classification System for State highways in Arizona. The system is being designed to replace the Level of Development system that has been in place since the 1980s. HDR has been working closely with the District Engineers on highway functional issues and how access management can be applied to preserve mobility and safety. The team is well prepared to develop recommendations for an access classification system that will work well with other functional planning systems and has the data and materials readily available to carry out the access classification assignments for all Arizona highways.

Integrating access classification systems with other functional systems, such as the Operations and Development Classifications System, has been a frequent discussion at other states as access classification descriptions are developed. It is the experience of the URS Team that incorporating access classifications into existing planning systems has functioned very poorly.

What has worked well has been stand alone access classification assignments that are supported and have a basis for access control fom the state wide functional and operational classifications which are reflective of near term and long term functional vision of performance and purpose.

A proposed ADOT access system will be developed. Various alternatives and variations will be created for review and selection. As an example, Colorado has an eight level access system covering roadway types from frontage roads to interstate freeways. Once the preferred Arizona system is chosen, it will be tested by making access classification assignments to a selected ADOT Region as a test model. The test will be evaluated and adjustments to the classification system made as necessary. After the access system is perfected by the Project Management Team, a Statewide classification assignment process will be completed. How access classification assignments are made will also be an important element for program success. District Offices will play a key review role. In anticipation of the classification assignments being adopted by the Director or the Board as regulation, documentation of the process and guidance factors will be carefully maintained. We will work with both the technical and administrative project subcommittees for guidance.

Subtasks

6.1   Develop Statewide Access Classification System.

6.2   Develop Access Management criteria for each Classification

6.3 Develop Procedure for Assigning Access Classifications

6.4 Review system with ADOT planning and engineering divisions including Districts

6.5 Test Classification scheme and evaluate

6.6 Assign recommended classifications to all state highways
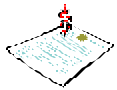
Products: Work Paper #2 – Statewide Access Management Classification System to include Development of Classification Criteria, Assignment Procedures, Recommended Classifications for all State Highways.

TASK 7. DEVELOP ACCESS LOCATION AND DESIGN GUIDELINES

Objective

Provide ADOT with guidelines for the application, location and design of access related features including, but not limited to; medians, median openings, auxiliary lanes, acceleration lanes, access connection spacing, intersections and driveways

Approach

Review the access related warrants, design standards and practices of ADOT, selected other states, Arizona municipalities and counties, and selected local governments in other states. Also, review the literature relative to the location and design of access connections and median treatments. This will include, but not limited to, the following: medians, replacing a continuous two-way left-turn lane with a nontraversable median, full median openings, median openings designed for selected movements (e.g., left-turns from the major roadway, left-turn and right-turn deceleration lanes, acceleration lanes, signal spacing, access connection spacing, intersections and driveway geometrics). The various warrants and designs will be evaluated in terms of operational and safety implications. A Technical Memoranda will be prepared to provide members of the Technical Committee on Design Guidelines with background information on the warrants, design standards and practices relative to the various access features.

The consultant team will interact with members of the Technical Committee in the evaluation of the various current and proposed warrants, design standards, and practices leading to recommendations by the Technical Committee for adoption by ADOT.

Criteria and guidelines for deviations from adopted access management spacing and design standards will also be developed.

Subtasks

7.1 Identify Best Practices for Access Design

The various warrants and designs will be evaluated in terms of operational and safety issues. Best practices will be identified together with the rationale for their selection. Technical memoranda will be provided to members of the Technical Committee on Design Guidelines to provide them with information with which to evaluate the various practices.

7.2 Develop Access Location Design Standards

Each of the various access features will be discussed with the Technical Committee on Design Guidelines in a series of meetings. This intersection between the consultant team and the Technical Committee will facilitate the Committee in reaching recommendations as to ADOT geometric design standards, criteria for potential deviations from access management standards, and implementation.
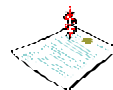
Products: Technical Memorandum # 4, – Best Access Location and Design Standards and Practices. The design standards and practices of ADOT, other selected states and Arizona counties and municipalities, together with the literature will be summarized. Best practices will be identified together with the rationale for selection, and documented. For convenience of review and discussion by the Technical Committee on Design Guidelines, this may be a series of memoranda (e.g., # 4 a: signal spacing, # 4b: left-turns, etc.). Working Paper #3, Recommended Location and Design Standards and Practices. A report containing the various designs recommended for adoption by ADOT. Also to include a summary of the Technical Committee's review and evaluation of the various access designs.

TASK 8. DEVELOP PROGRAM IMPLEMENTATION PROCEDURES & STRATEGIES

Objective

Establish a complete administrative program that encompasses all necessary processes, requirements and materials for access management related activities. Prepare an *Access Management Manual.*

Approach

Building on Tasks 3 and 5, we will develop all the materials necessary to make the access program entirely functional. These materials would support the access related work of the ADOT work units identified in the unified framework and implement the recommendations developed in task 5. It is the current assumption ADOT will prefer a regulatory system. If we follow the lead of other successful states, the regulation portion might include the access classification system, access location and design standards, as well as specific administrative requirements.

When developing an access program, generally there are two distinct elements. One is a regulation that contains the direct and regulatory language as to what "shall" be done and the manner it "shall" be accomplished and the standards that 'shall' be used. However, regulations should not contain non-regulatory materials. Examples of non-regulatory material includes: internal processing schemes, worksheets, general information and guidance, educational materials and activity descriptions such as subdivision reviews, access control plan processes. The other major element would be a comprehensive manual that, along with the regulatory materials, would contain non-regulatory materials and would provide all the information necessary to inform and guide ADOT staff in achieving their access related tasks and responsibilities.

There are a multitude of procedures and implementation elements to address and develop to cover all aspects of a complete program. Some items may be added as a result of the early stages of the project as new information and ideas are developed. Important program elements for implementation include: specific permit processing procedures, permit forms and worksheets including standard permit terms and conditions, appeal processes including formal administrative reviews related to the state administrative procedure statutes, design

variance/waiver/exception processes and criteria, access construction management and acceptance procedures, and managing issued permits (modifications, violations, revocations, record keeping).

We would work with the administrative committee for guidance and preferences. Drafts of the materials would be shared with ADOT Staff, especially District office staff responsible for day-to-day access permit implementation. Assuming it was the ADOT decision to adopt portions as regulation, all such text and graphics would need to be carefully crafted into regulatory language rather than general language.

The decision-making process flow chart located on the following page was developed for the Colorado DOT. It illustrates that not only administrative processes need to be mapped, but that it is also critical to map and carefully follow a decision-making process that properly considers all access criteria in correct order.

Subtasks

8.1 Develop Statewide Permitting Processes and Supporting Materials.

8.2 Establish Coordination with local agency land use processes.

8.3 Develop Standard Access Control Plan Requirements

8.4 Develop Interchange Management Plans Requirements (non-state cross roads)

8.5 Develop an Outline and Table of Contents for an ADOT Manual on Access Management

8.6 For all Regulatory Items, Develop an Administrative Code

8.7 Provide District Program overview workshop
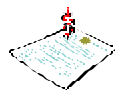
Products: Working Paper #4 – Access Management Implementation Procedures to include development of an Outline and Table of Contents for ADOT Manual on Access Management. District Program Overview Workshop.

Task 8. Decision-making process flow chart developed for the Colorado DOT
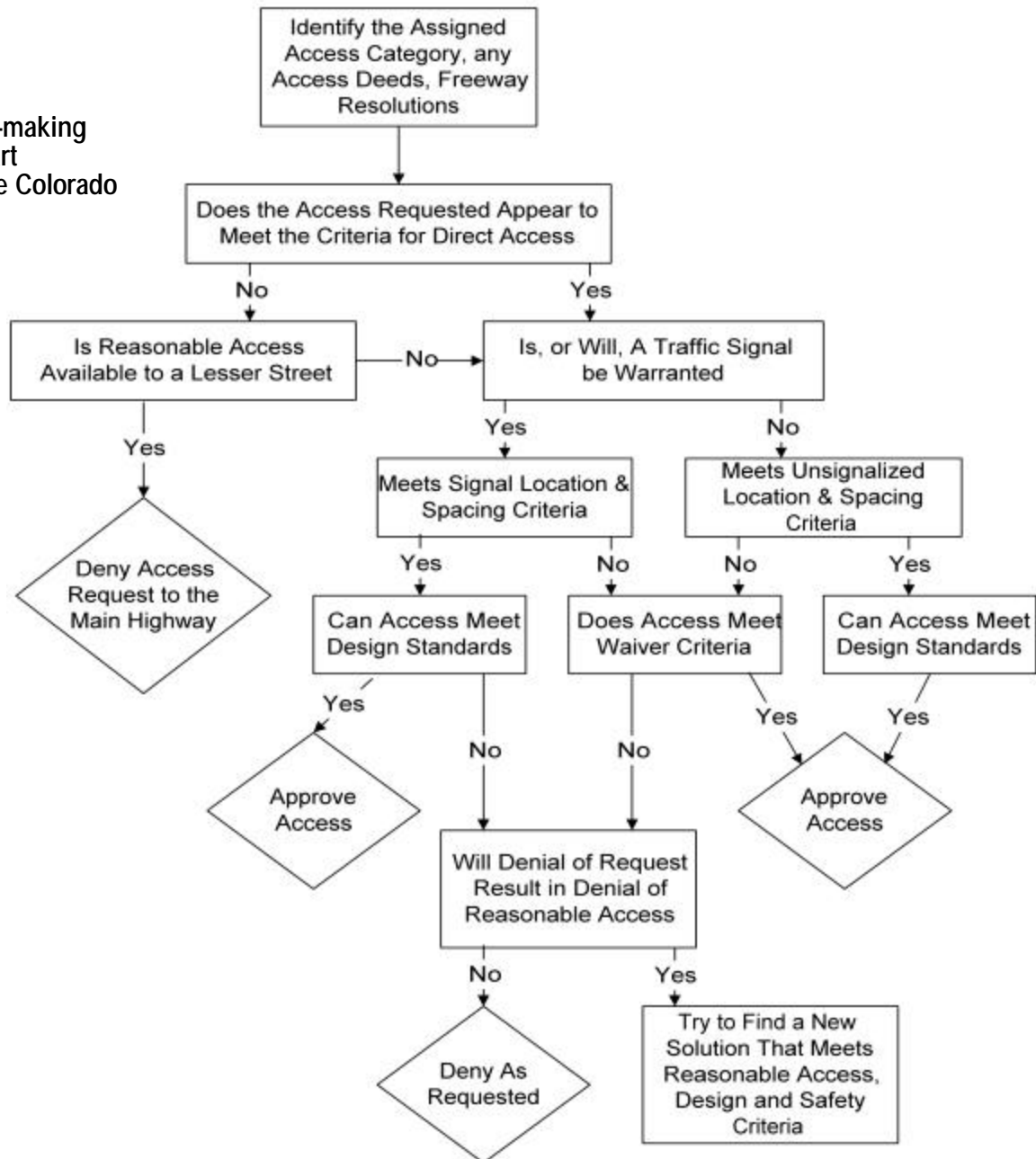
TASK 9.   DRAFT FINAL REPORT

Objective

Prepare a final draft Arizona Access Program Report document for review and comment by TAC and Transportation Board.

Approach

URS will incorporate the work done to date into a final draft report for review. This will include Technical Memorandum #1 through #4, Working Paper 1, 2 and 3, Advisory Group Meeting summaries and all other project meeting summaries.

We will use these documents as chapters in the final report. The final report will also have a separate executive summary. An appendix will be included for analysis and data background information.

Subtasks

9.1 Prepare Draft Final Report.
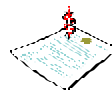
Products: Draft Final Report and Executive Summary copies for Technical Advisory Committee and Transportation Board review.

TASK 10.   FINAL REPORT

Objective

Produce a Final Report that incorporates TAC and Transportation Board comments.

Approach

Based on TAC and Transportation Board feedback produce a Final Access Management Program Report and Executive Summary. Review final edits with ADOT Project Manager before final printing.

URS will provide 20 copies of the Final Report, 20 copies of the Executive Summary and 20 CD copies of the Final Report and Executive Summary.

Subtasks

10.1 Produce Final Report
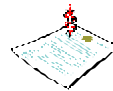
Products: Final Arizona Access Program Development Report to include a separate Executive Summary.

DELIVERABLE SUMMARY TABLE

Task	Deliverable
❶ PROJECT MANAGEMENT	■ Technical Memorandum #1 to include Project Management Plan and Outreach Plan ■ Monthly Progress Reports and Invoices
❷ PROJECT START UP/ TAC	■ Technical Memorandum #2 Program Legal Review ■ Conduct 25 stakeholder interviews ■ Conduct 10 Technical Advisory Committee Meetings ■ Provide Meeting Summaries of stakeholder Interviews and TAC Meetings
❸ CURRENT PRACTICE REVIEW/GOALS	■ Technical Memorandum #3 – Current Practice Review ■ Technical Memorandum #4 – Access Management Program Vision, Goals, and Objectives
❹ OUTREACH PROGRAM	■ Conduct 3 series of 4 (total of 12) statewide workshops ■ Conduct 3 State Transportation Board Study Session Briefings ■ Create Access Management Program Website
❺ PROGRAM FRAMEWORK	■ Working Paper #1 – Statewide Access Management Program Framework to include Program Policies and Procedures
❻ CLASSIFICATION SYSTEM	■ Work Paper #2 – Statewide Access Management Classification System to include Development of Classification Criteria, Assignment Procedures, Recommended Classifications for all State Highways
❼ DESIGN GUIDELINES	■ Technical Memorandum #5 Best Access Location and Design Standards and Practices ■ Working Paper #3 – Recommended Location and Design Standards and Practices
❽ IMPLEMENTATION PROCEDURES	■ Working Paper #4 – Access Management Implementation Procedures to include development of Outline and Table of Contents for ADOT Manual on Access Management.
❾ DRAFT FINAL REPORT	■ Final Draft Report to include an Executive Summary. Copies for all Advisory Group Members and State Transportation Board
❿ FINAL REPORT	■ Final Report – 20 Copies of Final Report, 20 Copies of Executive Summary, and 20 Copies of Final Report and Executive Summary on CD